

LOCAL AGENCY FORMATION COMMISSION COUNTY OF SAN BERNARDINO

175 West Fifth Street, Second Floor, San Bernardino, CA 92415-0490

• (909) 387-5866 • FAX (909) 387-5871

E-MAIL: lafco@lafco.sbcounty.gov

www.sbclafco.org

DATE: JANUARY 7, 2005

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer

TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #13 – Second Quarter Financial Report for Period
July 1 through December 31, 2004

RECOMMENDATION:

1. Acknowledge increased receipts by adjusting the following revenue accounts:

a.	Account 9454 – Registrar of Voters Fees to	\$ 6,300
b.	Account 9660 – Environmental Fees to	\$12,825
c.	Account 9800 – LAFCO Filing Fees to	\$75,628

For a total anticipated Revenue for Fiscal Year 2004-05 of \$745,471

2. Increase the authorized appropriations for the following accounts:

a.	Account 1010 – Regular Salary to	\$285,985
b.	Add Account 1318 – PST Retirement at	\$ 500
c.	Account 2445 – Other Professional Services to	\$ 34,600
d.	Account 6025 – Reserves to	\$ 40,653

For a total authorized Budget Appropriation of \$745,471

3. Authorize the Executive Officer to work with the Commission's Human Resources Consultant to develop a position outline and recruitment for a Student Intern (pay rate of \$12.44) for the Commission. Authorize additional contract payments to the Commission's Human Resources Consultant, not to exceed \$5,000.

BACKGROUND:

Staff is presenting the Commission with a spreadsheet which summarizes the Commission expenditures and revenues for the period beginning July 1, 2004, through the end of the second quarter, December 31, 2004 (Attachment #1). The information attached shows that the Commission has received almost 100 percent of its anticipated revenues and has incurred approximately 57 percent of its anticipated expenditures. The revenue receipts identified include the mandatory payments from the County, all 24 cities, and 52 of 53 independent special districts. The only district not submitting its yearly contribution is the Parker Dam Recreation and Park District which does not have a Board of Directors at this time or a manager.

Expenditures are in general on target for the fiscal year with the exception of those items sensitive to activity levels – legal advertising, reproduction costs and postage charges. The elevated costs in these categories are directly related to the Commission's increased activity level which is discussed more fully below. In the Services and Supplies categories, the expenditure estimates provided include full year payments for the following items: Account #2075 Memberships (payment for CALAFCO membership), Account #2245 Insurance (liability, etc.), Account #2415 COWCAP charges (county-wide cost allocation plan).

Revenues within the fee categories are exceeding expectations as illustrated by the percentage of receipts for LAFCO filing fees Account #9800 (119% of yearly estimate), Registrar of Voter deposits Account #9545 (126% of yearly estimate) and Environmental Fees Account #9660 (114% of yearly estimate). Attached to this report is a copy of the chart outlining a comparison of the Commission's proposal type activity (Attachment #3), noting that we have exceeded our anticipated full year proposal filings by this mid-year review. The staff's recommendation, as outlined above under Item #1, proposes increases to the budget for Fiscal Year 2004-05 to acknowledge the increased revenue receipts. As noted, the total anticipated revenues for the Fiscal Year have been adjusted to \$745,471 (an increase of \$14,503).

In order to address this increased level of activity, staff is requesting Commission consideration of establishing a student intern position. While our workload has substantially increased and we have a need for additional staff support, staff is sensitive to the funding reductions the agencies which support the Commission have experienced. Therefore, it is the staff's intent to provide both a learning experience for a student interested in local government as well as receiving the assistance we need. It is my intent in proposing this additional position that their primary assignment would be to assist in the compilation of information for the service reviews for the North County area initiated at the November hearing. This will allow the LAFCO Analyst and Executive Officer to concentrate on the processing of the jurisdictional change applications to ease the backlog of activity.

Staff has reviewed the question of a student intern position with the Commission's Human Resources Consultant, Mary Alcock, who has indicated that information regarding the following four items would need to be provided to proceed:

1. Define the tasks and responsibilities of the position
2. Determine the project accomplishments
3. Identify the anticipated duration of the assistance
4. Define the basic skills, knowledge and abilities needed, or classes that are required.

Ms. Alcock has indicated that once these determinations are made, the internship can be posted at the local universities, such as California State University San Bernardino (possibly through the Water Resources Institute), University of Redlands, University of California Riverside, Cal Poly Pomona, to name a few.

As outlined above, the staff's purpose in recruiting for an intern would be primarily for assistance in the compilation of information for the North County service reviews; however, assistance in the processing of the more routine applications and other tasks may be needed. The staff has anticipated that a 20 hour per week assignment at the rate of \$12.44 per hour would be appropriate for the current Fiscal Year. However, staff anticipates that the internship would be an ongoing position at least until the close of Fiscal Year 2005-06. A sample job description for a Student Intern for the County is included as Attachment #3 to this report.

As a part of the recommendation for Items #2 and #3, staff has included an increase in the regular salary account of \$3,300 and the addition of Account #1318 PST (part-time, seasonal or temporary) Retirement funded in the amount of \$500 for the costs associated with the internship position to the end of the current Fiscal Year. In addition, the recommendation includes the increase in the Other Professional Services Account of \$5,000 to cover additional costs for the contract with Ms. Alcock to assist in developing the position definition and processing the recruitment. As noted in Recommendation #3, this contract extension is not to exceed the amount of \$5,000.

The staff will be happy to respond to any questions on this information prior to or at the hearing.

KRM/

Attachments:

1. [Mid-Year Status Report Spreadsheet Expenditures and Revenues](#)
2. Chart Illustrating Proposal Activity
3. County Job Description for Student Intern